This checklist can be used by a home worker to identify any possible hazards in their home working area. Once completed in can be used in a discussion with your line manager to confirm working arrangements.

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| --- | --- | --- |
| Employee name: | Employee Number: | Date Completed: |
| Employee Address: | | Telephone Number: |
| Checklist Completed by: | | Planned review date: |

|  |  |  |
| --- | --- | --- |
|  | Yes or  No | Comments |
| **A – Working Area** | | |
| 1. Do you have a defined place or room where in which you work? |  |  |
| 1. Is there a safe means of access to the working area? |  |  |
| 1. Is there adequate workspace in the room to work safely and is there sufficient height to stand up in? |  |  |
| 1. Is your home workplace free from tripping hazards? |  |  |
| 1. Are the floor coverings / surfaces in good condition to prevent tripping? |  |  |
| 1. Is equipment, bags, paper, files, books etc stored safely off the floor? |  |  |
| 1. Is equipment positioned safely so that no cables are left hanging that could lead to the equipment being pulled over? |  |  |
| **B – Environment** | | |
| 1. Is heating available to maintain an adequate working temperature in the winter? |  |  |
| 1. Are blinds/ curtains available to prevent glare on computer screens? |  |  |
| 1. Is there adequate ventilation in the work area? |  |  |
| 1. Is adequate lighting provided which may be a combination of natural lighting, task lighting and general room lighting? |  |  |
| **C – Display Screen Equipment (DSE)** | | |
| 1. Have you read ACC’s DSE policies and procedures |  |  |
| 1. Have you completed the display screen equipment assessment for your home workstation and completed the OIL training course – ‘Working safely with computers’? |  |  |
| 1. Has a trained DSE assessor reviewed your assessment and taken or recommended any remedial action(s)? |  |  |
| 1. Have you an external mouse and keyboard for your laptop? |  |  |
| 1. Are you taking short but frequent breaks away from your work? |  |  |
| **D- Emergency Actions** | | |
| 1. Have you access to basic first aid provisions? |  |  |
| 1. Do you know what to do in an emergency? Have you worked out a fire drill so you and anyone else in the house know what to do and where to go in case of a fire? |  |  |
| 1. Have you a smoke detector/s fitted? |  |  |
| 1. Are you familiar with ACC’s procedures for accident and incident reporting? |  |  |
| **E - Electrical Safety** | | |
| 1. Has ACC-owned portable electrical equipment been PAT tested? |  |  |
| 1. Do you carry out frequent visual checks on plugs, wiring and casings of electrical equipment? |  |  |
| **F – Lone Working/Security** | | |
| 1. Has a procedure been agreed with your line manager on how to maintain contact throughout the day? |  |  |
| 1. Aware that your home should not be used for meetings with clients or colleagues? Meetings should be held in city council accommodation unless meeting with a client at their place of work. |  |  |
| **G – ICT Procedures** | | |
| 1. Have you completed the OIL training course ‘For your eyes only’? |  |  |
| 1. Are you familiar with ACC’s ICT procedures? |  |  |
| 1. Are you able to store ACC supplied equipment in a secure location when not in use? |  |  |
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